

# THE BULLETIN

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*LOUISIANA LIBRARY ASSOCIATION*

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## REFERENCE SERVICE IN WEBSTER PARISH LIBRARY

RUTH REAGAN BAIRD

Librarian, Webster Parish Library

LOUISIANA libraries are most fortunate in having the resources of the Louisiana Library Commission to refer to when their own collections are inadequate to produce the needed reference information. There is the possibility, however, that parish libraries may rely too much on the resources of the Commission and thus fail to build up their own reference collections. This would be a great mistake, for it is much better to be able to answer questions on the spot than to ask the patron to wait. The only unanswered reference questions at Webster Parish Library are those for which the reference sources are not available, and for which the patron can not wait for his answer.

Parish librarians sometimes say that their funds are too limited to buy expensive reference tools when they can call on the Commission for answers to their reference questions. But even with a limited book budget the reference collection should have a planned growth. One or more titles should be added each year. Webster Parish has found that not even a small branch can give adequate reference service with just general encyclopedias, a dictionary, and a world almanac. These are essential, but only a beginning. Any branch should have besides these, the books which I shall mention as being most used in the day to day reference work at Webster.

After our basic reference collection was built at headquarters in Minden, materials on special subjects, for which the collection was inadequate, were added; and needs were anticipated as finances allowed. For example, because of the demands of the Soil Conservation Service, *Bailey's Standard Cyclopedia of Horticulture*, was added before, *Mythology of All Races*, or *Dictionary of*

*American Biography*. As the reference service grew, however, the last two titles were also bought.

Some reference books which have been found useful in our general reference work but which have not been mentioned in the examples which follow are: Kane, *Famous First Facts*, and *More First Facts*, for quick reference. We have found it necessary to have on hand a fairly recent copy of Ayer's *Directory of Newspapers and Periodicals*. The books for holidays by Hazeltine and Douglas are used frequently, as are the Yearbooks, and Congressional Directory. During the war, *Sullivan's Army Posts and Towns* was very useful; and more recently Shankle's *Current Abbreviations*, has filled a special need though we have not been able to answer all such questions through its use.

The value of the monthly numbers of *Reader's Guide to Periodical Literature*, or the *Abridged Readers' Guide* for answering reference questions in the branches can not be over emphasized. Magazines are the best source of up-to-date material—both illustrations and articles. The general collection is another source for reference which should not be overlooked. Much information is available there which is not found in the regular reference materials.

Several years ago Webster had a request from a Mr. Tilleux in Washington, D. C., asking that we look up in the *Shreveport Times* the account of the death and burial of a certain man whose death occurred, he thought, June 2, 1937. We were able to send the account to him, but are still wondering how he knew we kept a file of this paper.

Figuring mileage and locating remote places for the Rationing Board was one ser-

vice which was given almost daily, and sometimes several times a day, during the rationing period. Probably all of the parish libraries were called on for this service, and were able to make extensive use of their road maps, atlases, and mileage charts in the *World Almanac*.

The variety of reference questions received keeps the librarian interested and eager to answer each one. *The Readers' Guide* was the source of a clue to finding the information in each of the following: (1) An article in *Good Housekeeping*, giving "standards for buying knives," which gives additional information to that in the Government Bulletin on the same subject; (2) "How to tie a necktie," which was found in an article in *Popular Science Monthly* for March 1945; and (3) Information for a distressed bride on how to remove tea stains from a table cloth, which was secured from one of the household magazines. *Henley's Formulas*, and books in the general collection also give this information.

*Bailey's Standard Cyclopedia of Horticulture*, convinced a distressed telephone inquirer that poison ivy has three leaves instead of five. She had both kinds of vines in her garden and had very carefully avoided the five-leaf variety. After working in her garden all day she realized she probably had made a mistake, and called the library. We were sorry she had not called us before she commenced work. "How and when was the Liberty Bell cracked," "What is the location of the international date line," are two samples of the many, many questions that can be answered from the *World Almanac*.

When all of our books of quotations and poetry indexes failed to inform us who said, "What think ye of Christ, friend," one of our assistants was able to locate it in the

general collection. The patron thought the author might be Browning, and this was found to be a line in about the middle of his "Bishop Blougram's Apology." Of course, it was pure luck that this was located through persistent searching.

Our cook books are used frequently for special recipes such as "How to cook beef tongue." Marjorie Rawlings' *Cross Creek Cookery* solved an argument as to whether coot was eatable, with her recipe, "Coot Surprise," which was found to be good. A biography of Sam Houston proved to be the quickest source of locating the name of Sam Houston's Indian wife. These are only a few instances of how the general collection proves helpful in reference.

Hiscox, *Henley's Formulas*, gave an agricultural worker information on, "What acid is best to write with on zinc," and Dorothy Thompson's home address was found in, *Who's Who in America*. Encyclopedias with their wealth of information answer questions such as, "When was Westminster built?" and "Where is Vergil buried?" The dictionaries are constantly used for spelling and meaning of words.

Census reports, especially those on Louisiana, are used so frequently by the general public and the many agencies in the parish that their importance cannot be over-stressed. We have found too, that the *Subscription Books Bulletin* has been a valuable guide not only to us but to the patrons who are interested in purchasing sets of books.

Fifteen hundred and ninety-six questions were answered at Webster Parish Library in 1940, and twenty-seven hundred and sixty-nine, in 1944. With the growth of the Library, the reference questions asked have not only increased in number but also in interest and in kind.

#### L. L. A. Conference

The Louisiana Library Association will hold a conference this year in Shreveport, from 10:00 A. M. Friday, March 29th to 12 noon, Saturday, March 30th, with an in-

formal book dinner the evening of the 29th. The Washington-Youree will be the headquarters hotel and reservations can also be made at the Gardner Hotel, Inn Hotel, and Jefferson Hotel.

# REFERENCE SERVICE OF THE LOUISIANA LIBRARY COMMISSION

ELIZABETH JOHNSON

Reference Librarian, Louisiana Library Commission

The reference work of the Louisiana Library Commission reflects the variety of interests of those taking advantage of the services offered. The clientèle ranges from high school students to business executives, from self-educated or uneducated persons to doctors of philosophy. The request for an elementary book on fly-tying comes from a retired research chemist who has always been too much occupied with the laboratory to have time for fishing, and the high school junior asks for the most recent technical information on radar.

In a public library serving a local community, the reference librarian has an opportunity for actual contact with the individual borrower, but in a state-wide service operating from a general headquarters this contact is lacking. The librarian must attempt to read between the lines and to find out insofar as possible what the borrower actually wants from his written request, in order to suit the reference material to the need.

The Commission's borrowers represent a cross-section of the state, as its services are available to every resident of Louisiana, with direct mail service to those who have no local public library service available. Any person in the state who does not have access to a local library may write to the Louisiana Library Commission for information, books, periodicals, pamphlets, pictures, and other library material. Bibliographies are prepared, club programs outlined, quotations verified, reading lists along given lines of interest recommended, book purchases advised for home libraries. Wild flowers and leaves are identified, foreign words and phrases translated, and an attempt made to supply whatever the patron requests.

The Louisiana Library Commission serves as a clearing house for library requests throughout the state. For example, a reader in Winnfield who wants a book on shock treatment for mental illnesses makes his requests to his local librarian. The librarian of the Winn Parish Library, after searching the local collection for material, refers the request to the Louisiana Library Commission, if adequate material is not available. The Commission either sends material which it has, buys material to fill the request, or borrows suitable material from some other library, in the state or elsewhere, which it sends to the local library. In this way the borrower gets the needed reference book, without any duplication of effort on his part or on the part of the librarian.

School librarians in particular make frequent use of the reference services of the Commission. With their limited book budgets they are not able to provide all books necessary for professional reading, sufficient material on special-day programs, or expensive editions in the fields of art, music, biography, etc. These are available to them through the Library Commission, as well as information in answer to specific reference questions such as "What is the inscription on the Statue of Liberty," "Who is eligible for the Thomas Jefferson Literary Award," and "What schools offer courses in industrial plastics?"

The Commission supplements its book and periodical material with an extensive collection of pamphlets and clippings, with particular emphasis on subjects of local interest. Many daily and weekly papers published throughout the state are examined regularly for such material. Items of interest on Louisiana authors, artists, industries, customs,

cookery, etc., find their way into the Vertical File and are available for circulation in the same manner as the cataloged material.

Records show that 40,043 requests were handled in the calendar year 1944, with 7,784 individual shipments being sent out. These shipments went to individual borrowers and to libraries, and varied in size from a single book to as many as five hundred titles. They consisted of books sent in response to requests for specific titles as well as various kinds of reference material to fill requests on subjects. All of this material was non-fiction, with the exception of the classics, and fiction by Louisianians or about Louisiana.

The subjects upon which information is requested are quite often particularly related to the times, and this was definitely true of the war era. Rationing and food shortages resulted in numerous requests for books on victory gardens, poultry raising in the backyard, home canning, dehydration of foods, and sugarless recipes. The sending of American troops to the far corners of the earth brought a deluge of geographical questions. The tiniest uncharted island in the Pacific became the focal point of interest to the mother of the Marine stationed there! Men going into the services prepared themselves beforehand by studying refresher courses in mathematics, science, languages, radio, etc. Throughout the war, books of personal war experiences, biographies of commanding officers, and studies of the countries involved were consistently popular. When peace was in sight, there were many requests for plans for reconstruction, and life in the post-war world. The day after the atomic bomb fell on Nagasaki, an exhibit on atomic research found such an avid public that the books in the exhibit had to be added to three times because of the withdrawals.

With the coming of peace, the reference department noted an immediate reaction with regard to books on the war. Ernie Pyle's books, long best-sellers and long on the reserve lists, stood unused on the shelves. Interest waned even in the books on future foreign policy, planning a just and durable

peace, etc. The American citizen in peace, as represented by the typical Louisianian, was interested in remodelling his home or building a new one, in planning a "kitchen of tomorrow," in the travel trends of the future, in going into business for himself, in raising azaleas and camellias, in landscaping his home grounds, in stocking Brahman cattle, in doing almost everything that he hadn't been able to do for four years.

During the war, those on the home-front had necessarily been interested in reference material on repairing locks and making keys, on installing their own electric wiring systems, on making over men's suits into clothes for women and children, and on all sorts of household mechanics. With peace and the promise of prosperity, they were ready to discard the worn-out, outmoded things, and to plan on future purchases.

The motion pictures influence requests for material to some extent. The showing of the Chopin movie, *A Song to Remember*, throughout the state, created a tremendous interest in the lives of Chopin and George Sand. *A Bell for Adano* caused a run on both the novel and the dramatization of the book, as did *Thirty Seconds over Tokyo*, *The Corn is Green*, and *Uncle Harry*. The showing of *Woodrow Wilson* resulted in a revived interest in the biographies of Wilson, and the *Story of G. I. Joe* brought added requests for the Ernie Pyle books. An interest in Broadway plays also is reflected in the requests for *The Late George Apley*, *The Voice of the Turtle*, *Harvey*, *The Glass Menagerie*, etc.

The clubwomen of the state use the services of the Commission extensively in the preparation of their yearbooks and individual club papers. The reference department prepares bibliographies for them and sends material on any subjects which they choose to study. Topics and bibliographies have been prepared for a year's study on such subjects as Famous Men and Women of Louisiana, Home and Family Life, Regional Literature, Enjoyment of Music and Art, The Contemporary Theater, Poetry of Today, The South, Radio as an Educator, Building the Peace,

### Our Country and Our People, Community Needs of Youth Today, etc.

The business and industrial reference requests of late have been particularly interesting, both with regard to setting up new businesses and improving established ones. Many ex-servicemen have expressed an interest in going into business for themselves. Information has been requested on enterprises such as the operation of filling stations, building and operation of greenhouses, organization of advertising and real estate agencies, etc. A sergeant expecting discharge read with interest a newspaper story on the commercial manufacture of agar-agar from seaweed and wrote to the Commission for information on the species of seaweed, the location, manufacturing processes, commercial possibilities, and cost of the industry. Others have written for information on post war careers as accountants, auditors, buyers, commercial artists, radio announcers, personnel managers, and journalists. Frequent requests are received for books on merchandising and display, accounting methods, personnel and public relations, building maintenance, office management, and related sub-

jects. Requests for specific information on rotary drilling for oil wells, electrical logging, industrial chemistry, silverplating of plastics, brick clays of Louisiana, etc. have come from persons engaged in these enterprises.

Many subjects are of continuing interest over long periods of time. There is always someone who wants to build a greenhouse, train a horse, decorate china, learn Spanish, mount animal specimens, decorate rooms, identify antiques, creosote wood, mend fish nets, edit a school paper, tune pianos, referee basketball games, learn to paint in oils, raise potted plants, etc.

The Commission has built up a collection of over 100,000 books to meet all of these various needs and to answer the many requests which it receives. If it does not have the desired material and cannot purchase it, it makes every attempt to borrow from a library where the material is available for loan. The Commission receives constant cooperation in this inter-library loan service from Louisiana State University, Tulane, Loyola, and L. S. U. Medical School, in the state; and from the Library of Congress, John Crerar Library, and other large libraries throughout the country.

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### POST LIBRARIES

Barbara Bell, whose address is Post Library APO 956, tells of extension services to troops, by the Central Pacific Base Command Library in the Hawaiian Islands, ranging from established libraries at larger military installations, to field stations for smaller groups of men and portable libraries rotated among isolated units. In September she met Edmee Hanchey who had come up from the Marianas to buy books. Both are enthusiastic about their work.

Two WAVES are librarians at the U. S. Naval Air Station in New Orleans, Ruth B. Raymond and Rose Ella Kaitner. The change in purpose of the post from a Primary Flight Instructors School to a Discharge Center has changed the emphasis in reading materials. Circulation has more than doubled during the past year.

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### CORRECTIONS

In the November number an omission occurred in the tabular section of Mrs. Florinell F. Morton's article, *The Veteran and Librarianship*. The subdivision under, Louisiana Institutions offering Library Courses, should have read: "Undergraduate, For School Librarians," and "Graduate, For School, and other Professional Librarians."

In the December, 1943 number of the Bulletin, the following changes should be made: p. 6, instead of "46", should read "464 questionnaires." p. 7, instead of "42", should read "424 questionnaires." p. 9, the first column, line 39, after "salary" should be inserted: "is around \$105.00. This last salary which is the average for professional librarians in this size group, though small, is higher than the average monthly salary"

# TELEPHONE SERVICE AT THE NEW ORLEANS PUBLIC LIBRARY

MARGARET RUCKERT

Head of Special Services, New Orleans Public Library

"Will you please give me the names of the people in the President's Cabinet?" "Miss, do you have a receipt for crawfish bisque?" "Which is the highest hand in a game of poker—three of a kind or two pairs?" "Do you have a biography of Clement Attlee?"

These are just a few of the thousands of telephone questions that the information staff of the New Orleans Public Library answers in the course of a year. The telephone service is a comparatively new service at the Public Library, but it is one which patrons have "caught on to" quickly, and which they make full use of. It has been estimated that there is an average of 6.2 calls per hour, or one telephone call for every ten minutes the Library is open. The questions asked cover practically every field of knowledge, and test the Librarian's ingenuity and mental resources at times to the utmost. The information assistant endeavors to answer most of these questions on the telephone with just a few exceptions. The first of these exceptions is school calls. These are usually easy to recognize. When such a question is asked the Librarian politely, but firmly, suggests that the patron come to the Library to use the material. This is done out of fairness to all school children, and at the request of the School Board. It would be impossible as well as unfair to try to do every child's homework for him by telephone, and therefore all such requests must be refused.

Another type of question which is not answered by telephone is the contest question. This, again, is because it is unfair to other contestants for the Library to do the work of a few when all are in the same competition. Of course there is a very practical reason, too, why questions of this kind must

be refused. If the Librarian attempted to answer these questions, an entire staff would be needed to do nothing but telephone work.

The third type of question which is not answered by telephone is the question which requires long reading and would tie-up the telephone unnecessarily. When patrons request material which requires considerable research and involves the reading of several pages, the assistant offers to place the material at the patron's disposal when he calls at the Library.

But in spite of these restrictions the telephone service is still tremendous, and increases month after month. During the month of October of 1945 this service had increased 33.8% over the same month in 1944. The increase for the entire year of 1945 will be no less than 25% over the year of 1944. Though many of the requests are routine questions which can be quickly answered from the World Almanac, Readers' Guide, quotation books and other ready reference tools, many of them are involved and highly interesting.

One type of question which never fails to intrigue the reference assistant is a request for the origin of titles of recent books. A recurring question is for the source of Hemingway's "For Whom the Bell Tolls." More recently we have had "The Peacock Sheds his Tail," "Good-night, Sweet Prince," "This Above All," and "In Bed we Cry." Even though the source of the quote is usually given at the beginning of the book, patrons want to know more about it.

The death of the late President Roosevelt brought forth a series of unusual, as well as routine, questions. Among the usual questions were requests for information and statistics concerning the President's life, and

the lives of members of his family, as well as questions showing interest in such men as Stettinius, Hull, James Byrnes, Farley, and other men prominent in the Roosevelt regime. Among the more unusual questions were such as these: "What is Vice-President Truman's religion?" "How large a family has Harry Truman?" And questions about Tuman's education, background, etc. Also, there were such questions as "Who will be the Vice-President when Truman becomes President?". "Who is next in the line for the Presidency after Truman?" "Where is Warm Springs, Georgia?" "Who started the March of Dimes?" "How old is Falla?" "Is President Truman the thirty-second or thirty-third President?" "When was Huey Long assassinated?" "Did Huey Long ever run for President?" "How many Presidents died in office?" "How many Presidents died during war time?"

During the various international conferences the Library again did double duty on the telephone, and there was great interest in Dumbarton Oaks, Bretton Woods, the Potsdam Conference, the San Francisco Conference, and any other meetings of world interest that happened to be mentioned on the radio and in the newspapers. There are times when the great faith of the public in the Library's ability to answer any and all questions is surprising though gratifying. There was the time during the San Francisco Conference when the meeting was in a deadlock over Molotov and his proposals. A patron called, and with great sincerity and trust, asked the Librarian whether or not Molotov was going to win his points. Naturally, this was a prognostication we did not attempt to make.

Among the very amusing questions are those in which we are asked to settle an argument, or to decide a bet. We can always tell when we give the answer whether we are speaking to the winner or the looser. Frequently the looser will try to suggest other places where we might find a different answer which would be more satisfactory to his point of view. One such question concerned the name of a street in New Orleans.

In the Carrollton section of the city there is a large division in which nearly all of the streets are named for trees. There are Pine and Birch and Fig and Apricot and many others, and right in the midst of these is a street called Zimple Street. One patron called to ask us what kind of a tree is a Zimple tree?

Naturally such a tree could not be found. When we discovered that the patron actually wanted to know the origin of the street name, we were able to tell him that the surveyor who had laid out this particular section of the city was a Mr. Zimple, and so one of the streets was named Zimple Street. With the greatest chagrin in his voice he said, "Lady, are you sure?" We quoted the necessary authorities but he wheedled, "It couldn't possibly be a tree?" We told him that we could find no evidence that it was. "Well," he said, obviously unhappy, "Lady, do you know that this is costing me \$50?"

The question with reference to the poker hand, previously mentioned, was also amusing. A gentleman called and asked, "Which hand is highest: two pairs or three of a kind?" "In what game?" the information assistant asked. "In poker!" he replied, as if it were the only game in the world! The assistant looked in Hoyle and called off the ratings of hands for poker. "Thank you so much," said the patron, and then proceeded to explain. "You see, we have a little game going on and one fellow has two pairs and another one has three of a kind, and we were not sure which one should win the hand."

These are just samples of some of the questions that are asked. Among the more frequent of the routine requests are those for the population of cities, and distances between two points. During the war, the locations of little-known places were frequently asked for.

Another type of question that keeps recurring is with reference to climate. For instance, one patron called and said that her doctor had recommended that she live where the temperature is about the same the year round. She wanted to know what locality

in the United States would meet this requirement. Families that are moving to other parts of the country frequently call the Public Library to find out climatic conditions in the section to which they are moving.

Questions of etiquette are also frequent, as well as questions concerning grammar, spelling, and punctuation. Many a secretary calls the Library because she does not like the construction her "boss" has used in dic-

tation, and wants to verify the correct rule in grammar before she changes the wording. There is never a dull moment on the telephone at the New Orleans Public Library. Many patrons who would be shy about coming in to ask questions in person because they suspect the question may be a little ridiculous, do not hesitate to telephone. The Library attempts to answer every reasonable question, and never asks the identity of the caller.

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## ORLEANS PARISH SCHOOL BOARD PROFESSIONAL LIBRARY

EVELYN PETERS

Librarian, Professional Library, Orleans Parish School Board

The Orleans Parish School Board Professional Library is the product of the merger in 1940 of the library of the Division of Audio-Visual Aids, which consisted of five hundred volumes, and the library of the former Margaret C. Hanson Normal School, which numbered some two thousand volumes. The Professional Library was originally housed in the Hanson Normal School building and was moved in October, 1941 to an unoccupied school more centrally located and not too far distant from the New Orleans Public Schools Administration Building. In February, 1942 the Division of Audi-Visual Aids was moved from the main administration office to the Professional Library building at 1835 Erato Street, New Orleans.

It has been the aim of the Orleans Parish School Board to make the building in which the Professional Library is housed a center of school activities. The establishment of the Division of Audio-Visual Aids in the same building is of great benefit because the Division functions in much the same way as does the Professional Library in serving the schools. Films, still-films, slides, pictures, and recordings are circulated to the schools and often when audio-visual aids are loaned, suggestions as to books to accompany these

materials are made. Likewise, if books are loaned, audio-visual aids are suggested. A wider opportunity of assisting the schools is therefore offered.

Small conference rooms and a large auditorium are in constant use by small and large groups of teachers as meeting places. Offices are provided for the ambulatory teachers of vocal music, and psychological testing. Civic groups are also encouraged to hold their meetings in the building. This year the Junior League is using the basement as a workshop for its Children's Theatre. The United States Weather Bureau shares this space too. Previous to this year, the basement had been used for classes in adult education, war committee groups, and for a polling place in the city elections. A visit to the Professional Library building on some days would show a Home Economics Teachers' monthly meeting in one room, a Louisiana State University extension class in another, a preview group in the Division of Audio-Visual Aids, and a curriculum committee meeting in the auditorium. These activities bring people to the building and encourage them to become familiar with the materials which are for their use.

The Professional Library is maintained to

meet the needs of the administrative and teaching personnel of the New Orleans Public Schools. The book collection now numbering over four thousand volumes has been built to help solve the problems of curriculum construction, of improved methods of teaching, and of the enrichment of the subject fields. In addition to books on specific school subjects, emphasis has been placed upon books of philosophy of education, psychology of children and adolescents, tests and measurements, elementary and secondary education in general, and the problems of exceptional children.

Perhaps, because so many people are always interested in "the latest" information, the most widely used materials in the Professional Library are the periodicals. The Library subscribes to twenty-nine in the field of education, to thirteen in related fields, and holds five memberships in the National Education Association. Many additional periodicals not currently received are represented in the files. The most widely used reference tool in the Library is the *Education Index*.

A collection of textbooks presently in use in the New Orleans school system is maintained. In addition, a collection of old textbooks is constantly being increased through gifts. These are for the use of persons wishing to trace the development of textbooks in a particular field, for those wishing to compare one publisher's offerings with another, and for those interested in comparing the old with the new.

Committees of teachers and subject-matter specialists charged with the responsibility of revising the New Orleans courses of study in social studies, science, mathematics, and English are assigned quarters in the building so that they may have easy access to the resources of the Professional Library. To further facilitate the work of the committees, lists of curriculum materials available in various states and cities are gathered and a collection of courses of study is being developed. These materials help to answer the constantly recurring demand for information on what is being done in school systems throughout the United States. In particular,

the Research Department of the Division of Instruction, with which the Library cooperates very closely on various problems, makes use of these and other materials in comparing the New Orleans schools with those elsewhere.

Teachers who have returned to the schools after years' absences, and those transferred from one subject field to another find the books on methods particularly helpful. Others want to know what is new and how they can do a better job. Not only do the teachers use the Professional Library for private study, but also as an adjunct to their classwork in the local universities and in the Louisiana State University extension courses which are taught in the building. Books on the required list of reading, and materials for term papers are always in demand. For the Tulane University Workshops which were largely attended by New Orleans public school teachers, books were loaned to the Howard-Tilton Memorial Library.

To enable teachers to make the wisest expenditure of State and school funds, an exhibit of books appearing on the Louisiana List of Books for School Libraries is maintained. Volumes are not processed or catalogued. The books, which are gifts of the publishers, do not circulate except for examination purposes. Arrangement is by publisher with the exception of special displays of books on Latin America, music, art, home economics, and industrial arts. Books too recent to have been included on the State list, are housed in a special section.

The sample book collection is highlighted at the Annual Book Exhibit held for one week prior to the State Purchase of Library Books. Usually some fifteen publishers have sent representatives to take charge of their exhibits. All other books are on display at that time, too. One year an honor guest was Mrs. Lillian J. Bragdon, Editor of Borzoi Books for Young People of the Alfred A. Knopf, Incorporated, publishing house. The next Annual Book exhibit is tentatively scheduled for February, 1946.

The permanent exhibit is used throughout the year by teachers from private and paro-

chial schools in Orleans and neighboring parishes as well as those in the New Orleans public schools. To facilitate their work, files of the *Booklist*, *Book Review Digest*, *Cumulative Book Index*, *Horn Book* and other book selection and buying aids are made available. A file of the *Subscription Books Bulletin* is available for the use of schools and parents.

In the office of Miss Pearl Tasker, Elementary Supervisor, in Craig school, is housed the branch of the Professional Library for negroes. This collection had its beginning in duplicate copies from the Li-

brary of Margaret C. Hanson Normal School and in books purchased from special funds allocated for that purpose by the Orleans Parish School Board.

A permanent exhibit of books in the Louisiana List of Books for School Libraries is also maintained in Miss Tasker's office. The Annual Book Exhibit for the negro schools is held in the very attractive and splendidly equipped library of the Craig School. A faculty committee from that school sets up the exhibit and serves as hostess. Visitors are privileged to examine the books in the fine Craig School Library as well as those from the permanent exhibit.

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## LOUISIANA VISUAL AIDS PROGRAM

By FRANCES L. MOAK

Librarian, Government Documents and Periodicals, Loyola University Library

Louisiana's visual instruction program grew out of a state-wide curriculum study initiated during the spring of 1936. At that time, a conference was held by the staff of the College of Education (formerly Teachers College) of Louisiana State University and members of the State Department of Education to discuss plans for a state-wide study of curriculum. As a result of this conference, a class to study the visual aids program as a part of the curriculum was organized under the direction of E. B. Robert, Dean-elect of Louisiana State University College of Education, and A. M. Hopper, State Supervisor of Elementary Schools and State Director of the Program for the Improvement of Instruction. This class consisted of about fifty members, including representatives from the administrative staffs and faculty of the University and various colleges, members of the State Department of Education, parish superintendents, supervisors, principals, and teachers. The program planned by this class during the summer of 1936 at Louisiana State University has been expanded and continued.

### Development Under State Committee

During the early stages of the curriculum movement, it was found that instruction in the schools of the state could be greatly improved if more and better use was made of the many types of visual aids, including school journeys, objects, specimens, models, school museums, graphs, charts, maps, globes, photographs, prints, stereographs, glass and film slides, and motion pictures. It was believed that an intensive study should be made to determine how these aids could be more profitably used in classroom instruction. Accordingly, a State Committee on Visual Education was appointed to make an intensive study of the possibilities in the field of visual education. The personnel consisted of representatives from the state colleges, from the sixty-four parish school units, and from the three separate city systems. This committee organized itself as a study group to explore all the possibilities of improved teaching and learning through visual education; to examine the scientific studies that have been made in these fields; and to draw conclusions as to the possibility of increasing the use of

visual aids in Louisiana. The committee agreed to a long term program on visual education for Louisiana, with the view of making a continuous study of developments in the field and securing appropriations to be used in expanding the visual education program in the schools and colleges of the state. The committee representative of each institution agreed to assume responsibility for developing, with the entire faculty of his institution, the State Program of Visual Education and the plan projected for use of the state film libraries. A tentative program was worked out at this time for films only. The State Committee served not only as a nucleus to stimulate and co-ordinate a state-wide study of visual education but also as adviser and director of educational leaders interested in the undertaking. The whole study program was directed by J. W. Brouillette. The Louisiana Library Commission cooperated by furnishing bibliographies and by making available to the Committee members, and to others interested, references and materials dealing with the field. The libraries in the various colleges of the state also cooperated in the same manner.

#### **Provision for Teacher Training in Visual Education Methods**

In relation to the State Program of Visual Education, the State Committee on Visual Education felt that a continuous study of developments in the use of visual aids in teaching should be made. It was planned that each institution of higher learning should offer summer courses in this field and arrange to offer courses in the regular session for the training of teachers in the use of visual aids as the program for teacher-training developed. During the summer of 1937, courses in audio-visual education were offered in two institutions of higher learning. Almost all colleges in Louisiana offered courses in this field during the summers of 1938 and 1939, and this practice has continued. In other words, one of the first problems recognized in the program was teacher training in the use of audio-visual aids. From the first it was emphasized that visual education was not a new and separate

field, but that the instructional program should make use of all possible perceptual aids. Acting on this idea, the training schools of the state have attempted to bring into classroom use various types of perceptual aids, so that student teachers will see actual demonstrations of how these function. A program has also been projected whereby more extensive use will be made of various types of perceptual aids in the academic courses taught in the colleges of the state.

In a statement prepared by a committee of librarians and instructors at the Louisiana State University College of Education, January 1944, instruction in the use of visual aids was recognized as one of the requirements for a well-balanced program of instruction for teachers in training. In carrying out this program, supervisors in the Louisiana State University Laboratory School give some definite instruction in visual aids together with demonstrations in the classrooms. Instruction in the selection, evaluation, use, and sources of material of instruction is given to teachers-in-training, through individual conferences by the librarian of the Curriculum Library of the College of Education. Visual aids are treated in the same manner as books and other essential library materials. The committee found also that the library science courses offered to students in the College of Education include: the study of various types of visual aids which will enrich the teaching program; the principles underlying the selection of visual aids, such as the evaluation of various aids for appropriateness, validity, authority, reliability, and effectiveness in the school program; the application of aids to the teaching program; and the study of recognized sources of visual aids. Visual aids are also considered as a means of publicizing the library program, stimulating leisure reading activities, and enriching the curriculum. Plans for expanding the program are being discussed among the departments of the College of Education. The Director of Teacher Training plans to have individual instruction given in the operation of projectors, stereographs, lantern slide machines and other necessary equipment during a course to

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prepare student-teachers for practice teaching; the Department of Health and Physical Education recognized the possibilities of using visual aids in all phases of its program; and the instructor of the library science courses offered in the College of Education suggests that visual aids could be used to advantage in developing specific units of the curriculum.

#### Establishment of Film Libraries

The Louisiana State University, through the General Extension Division, has for several years made films, slides, and other materials available to schools of the state.\* On October 17, 1939, a resolution was adopted by the State Board of Education establishing film libraries in six other centers, including the following state institutions: the Louisiana State Normal College, Natchitoches; Louisiana Polytechnic Institute, Ruston; Southeastern Louisiana College, Hammond; Southwestern Louisiana Institute, Lafayette; State Department of Education,\*\* Baton Rouge; and Southern University, Scotlandville. The State Board of Education furnished money to stock these centers. The administration of the film libraries was placed in charge of the directors of extension in the state institutions. In the case of Southeastern Louisiana College the administration of the film

library was placed under the direction of the Head of the Science Department, as this institution has no extension division. In each institution the field work in the territory served by the institution was placed under the direction of some competent staff member of the institution. The directors of the film libraries became permanent members of the State Committee on Visual Education, and the state program was modified so that each institution would plan its own program to serve its own best interests, and those of the region in which the institution was located. All teachers, whether in public schools or institutions of higher learning in the state, have access to the film libraries. The institutions in which these libraries are located serve as demonstration centers for the public and private schools of the respective regions.

In addition to the state film centers established and financed by the State Board of Education, local film centers have been established by local units. Special mention should be made of the Visual Instruction Department in the City of New Orleans established and financed by the Orleans Parish School Board, and the film library in Acadia Parish.

\*Lending service was discontinued December 1941.

\*\*Service from this center was never developed. Editor.

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## AUDIO-VISUAL AIDS AND SCHOOL LIBRARIANSHIP

SUE HEFLEY

Supervisor of School Libraries, Department of Education

For some time now we have insisted loudly and, I am convinced, irritatingly that the library is the heart of the school. Perhaps it is time for us to change the record. Perhaps it is time for us to recognize the possibilities in another statement descriptive of school library service. Let's try this: A school library is a laboratory in which the student has a right to expect to find materials with which to work on the solution of problems

that arise in classwork and in his own development as an individual. A book may be what he needs and seeks, or (to borrow a rallying cry from the visualites) "one picture may be worth a thousand words" and a picture, mounted or projected, may represent the type of material aid which he wants. If school libraries are to fulfill their function as libraries, collections must be expanded to include all types of materials subject to or-

ganization and circulation. The school library of the future undoubtedly will contain not only books, periodicals and pamphlets, but in addition, filmstrips,\* stereographs, slides, mounted pictures, maps, realia, recordings, and transcriptions, all accessioned, organized, and cataloged. For evidence of the shadow which this development casts before it, see the March-June, 1945 issue of the *Bulletin* for a description of what Mrs. Will Daniels, librarian of the University High School, Louisiana State University, has already accomplished in this area.

School librarianship will adjust itself to expansion of collections. "Book selection" will become "materials selection"; the cataloger will be trained to seek diligently for authorship of a filmstrip and he will come to know that the acquisition of a recording entitled innocently enough "Medley of Old Southern Airs" can call for the making of a dozen or so analytics; he will come to revere the *Educational Film Guide* as he reveres *Standard Catalog for High School Libraries*. Experimentation in equipment for the housing of stereographs, recordings, and filmstrips will result in strange new furniture for a brave new library. The budgeted dollar will be spent for the set of stereographs, "Plain geometry", rather than for the book, "Mathematics for the Millions", if the former will serve more effectively. Perhaps the budgeted dollar will become two dollars, and stereographs and books can both be acquired.

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\*Films for moving picture projectors probably will be generally available on loan from central depositories rather than incorporated into the collection serving an individual school.

Presently, in Louisiana, films are available on loan to schools and to school-related groups from five film libraries: Louisiana Polytechnic Institute, Northwestern State College, Southeastern Louisiana College, Southwestern Louisiana Institute, and Southern University.\*\* Certain parish and city systems are building up collections of films for their own use. Slides, stereographs, recordings, filmstrips, and sets of pictures organized by subject are available to schools under state purchase. From the office of the supervisor of libraries certain transcriptions (to turn at 33 1/3 rpm) and certain recordings (to turn at 78 rpm) are available on loan. These are non-music transcriptions and recordings and are in the areas of science, government, American history, and literature for young people.\*\*

Materials bureaus presently maintained by school boards in the parishes of Orleans, East Baton Rouge, Caddo and Ascension provide centers for collections of books, pamphlets, and audio-visual aids for use in the schools of the maintaining system and for examination prior to purchase by the individual school.

*Policy and Practice for Louisiana School Libraries*, available from the office of the supervisor of school libraries, contains a section on a simple library treatment of non-book materials. A committee of the American Association of School Librarians is working on a more elaborate treatment of the same area.

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\*\*Lists of films available can be secured from Miss Hefley, Supervisor of School Libraries, Louisiana Department of Education, Baton Rouge, Editor.

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The May Number of the Bulletin will be the Public Relations Number. If you have information or articles of interest in this field, which have not been published, please send for consideration, to the Editor of the Bulletin, L. S. U. Library School, Baton Rouge. Send materials by April 1st.

# REFERENCE SERVICES AT LOUISIANA STATE UNIVERSITY

ANDREW J. EATON  
Reference Librarian, L. S. U.

In addition to its work with the students and faculty members of the University community, the Reference Department of the L. S. U. Library offers a number of important services to librarians and readers throughout the state. These services, which are rendered in response to almost daily requests, are given freely and cheerfully in the hope that the University Library may contribute its share toward meeting the educational needs of Louisiana citizens. Among the reference services frequently in demand are:

#### (1) Assistance in Answering Reference Questions

Through the resources of the Main Library and ten departmental libraries in specialized subjects fields, and with the help of several hundred faculty experts, the Reference Department attempts to locate elusive information requested by off-campus inquirers.

#### (2) Identification of Books and Articles

For this purpose the Reference Department has built up, and is constantly enlarging, its collection of general and special bibliographies. The collection now includes such tools as the Catalogue of Books represented by Library of Congress Printed Cards (the 128th volume is still in the letter R), the new revised General Catalogue of the Library of the British Museum, the Catalogue of the Bibliotheque Nationale, the new Gesamtkatalog of the German State Libraries, the British Museum's Subject Index to Modern Works Added to the British Museum, Sabin's Bibliotheca Americana, Hain's and Copinger's lists of incunabula, and the major trade bibliographies of the United States, England, France, and Germany.

#### (3) Loans of Books

Requests for interlibrary loans are freely granted to Louisiana libraries whenever the

material requested is not being used by University students or faculty. Photostatic copies can be supplied in lieu of the original if the borrower so desires. At the present time the Library has no facilities for reproducing materials on film. Plans for the installation of microphotographic equipment, however, are now under consideration.

#### (4) Compilation of Bibliographies

Lists of references on specialized topics are made at the request of serious students who wish to go beyond their local library resources. Many such bibliographies have been compiled, for example, from the extensive Louisiana history materials in the Library's Louisiana Collection.

Mention of Louisiana materials suggests a number of bibliographical aids in the University Library which should be of interest to librarians in the State. The Louisiana Room maintains an extensive card catalogue of materials relating to the State and its people. Periodicals are one important type of publication indexed for this file. Among the journals which have been or are being indexed are the *Louisiana Municipal Review*, *Louisiana Historical Quarterly*, *Louisiana Conservation Review*, *Louisiana Academy of Science Proceedings*, *L. S. P. Experiment Station Bulletin*, *DeBow's Review* (to 1860) and the *Louisiana Law Review*. Mrs. Ruth B. Campbell, Librarian of the Louisiana Collection, is in charge of this work.

A bare beginning has been made on the job of indexing the Library's extensive holdings of Louisiana newspapers. Work done thus far has been highly selective, with emphasis on items dealing with the University, sports, and Baton Rouge. This project, has been undertaken by Miss Alison Moore, Newspaper Librarian.

Another valuable body of Louisiana material at the University consists of the publications of the Historical Records Survey and the Survey of Federal Archives. These publications, which include inventories of federal, state, parish, and church archives, transcriptions of parish records, guides to manuscript collections, etc., are housed in the Louisiana Room and in the Department of Archives. This Department is also a depository for the nationwide set of publications of The Historical Records Survey Projects. A list of these publications, including those dealing with Louisiana, may be found in the

*Bibliography of Research Projects Reports; Check List of Historical Records Survey Publications* (W. P. A. Technical Series, Research and Records Bibliography, no. 7), published by the Federal Works Agency, W. P. A., Division of Service Projects, 1943.

Several of these W. P. A. publications are undoubtedly familiar to many Louisiana Librarians. *Louisiana Newspapers*, 1794-1940; a *Union List* and the *Bibliography of the Official Publications of Louisiana*, 1803-1934, compiled by Lucy B. Foote, are among the best known. Copies of these may be borrowed from the University Library on interlibrary loan.

## RECENT ADDITIONS OF THE L. S. U. DEPARTMENT OF ARCHIVES

EDWIN A. DAVIS

Head, L. S. U. Dept. of Archives

Prior to 1932 only a few scattered groups of manuscripts found their way into the Library of Louisiana State University. But in 1936 the Department of Archives was organized, and since then much material has been discovered and acquired in the entire Lower Mississippi Valley. At the present time the department houses over 650 private and business manuscript collections totaling approximately 160,000 items and 3,000 bound volumes.

In 1936 an act of the legislature authorized state and parish officials to place their non-current records on deposit with the Department of Archives. The result has been that during the past nine years several millions of state and parish archival documents have been secured. The state departments furnishing the larger groups of material include: the Department of Education, 228,500 items; Treasury Department, 180,000 items; Department of Agriculture and Immigration, 128,900 items; Board of Pension Commissioners, 190,000 items; Secretary of State's Office, 81,900 items; State Land Office, 77,800 items; State Auditor's Office, 44,300 items; Board of Control of the Louisiana State

Penitentiary, 43,100 items. The parishes represented include East Feliciana, 57,300 items; Caddo, 18,300 items; West Baton Rouge, 5,000 items; Catahoula, 5,300 items; St. John the Baptist, 2,100 items.

Practically all of these archival and manuscript collections have been inventoried and cataloged and are easily available for research in the varying phases of Louisiana's colorful history.

During the past eighteen months over 40 collections of private and business papers have been acquired. Practically all of them deal with Louisiana, although a few concern Mississippi history. In the following list are the more important collections:

**DURNIN (JOHN & FAMILY) PAPERS, 1849-1881;**  
St. Helena Parish; family letters, including several from John and James Durnin while in Confederate army. 24 items and 7 volumes.

**JACKSON (ISAAC F.) PAPERS, 1827-1874;** papers of I. F. Jackson, of Amite County, Mississippi, of his wife Lettie V. Jackson, and other members of the family. 123 items and 2 volumes.

LEA FAMILY PAPERS, 1858-1872; personal letters to Lemanda E. Lea, of Liberty, Mississippi, from her mother, Sarah Sandell; from her brothers and her husband, I. G. Lea, while in the Confederate army, telling of war conditions in Mississippi. 57 items and 10 volumes.

SANDIFER FAMILY PAPERS, 1831-1878; papers of Richard M. Sandifer and his family, of Pike County, Mississippi, including letters, notes, and slave sales. 20 items and 8 volumes.

McGEHEE (D. L. & FAMILY) PAPERS, 1858-1925; St. Helena Parish; miscellaneous family letters before and during Civil War; letters after the war indicating that D. L. McGehee was appointed assessor of St. Helena Parish, 1877. 43 items and 3 volumes.

ALLEN (WILLIAM) LETTERS, 1858-1863; letters to William Allen, of Pike County, Mississippi, from members of his family. 22 typescripts.

NICHOLSON (GEORGE & SALENA A.) PAPERS, 1824-1897; Holmesville, Mississippi; personal letters from the family to Mrs. Nicholson, whose husband, Dr. George Nicholson, practiced medicine at Holmesville and was an official in the Mississippi Free Masons. 340 items and 2 volumes.

STEWART (WILLIAM AND WALTER) PAPERS, 1817-1933; East Feliciana Parish; business papers of William and Walter Stewart. Printed volumes include six volumes of annual proceedings of Masons of Louisiana, 1859-1869. 207 items and 20 volumes.

CORBIN (ROBERT A. AND JOHN O.) PAPERS (A), 1835-1917; business papers and letters of Robert Corbin, of Hammond, Louisiana, and a few papers of his son, John O. Corbin. The elder was a Kentucky dealer in claims of loyal citizens against the U. S. Government during the Civil War. In the 1880's Corbin moved to Hammond, La., where he became a dealer in timber lands. The papers for this period, including land certificates and sales, show that Corbin was involved in large-scale land speculation and transacted much business with buyers from

Chicago and other cities. The collection contains land plats and lists of owners of land in some sections of old Greenburg land district of Louisiana. 516 items and 7 volumes.

CORBIN (ROBERT A. AND JOHN O.) PAPERS (B), 1854-1920; Hammond, La.; papers supplementing the Corbin (A) group with further details regarding land interests in Livingston and Tangipahoa Parishes. 674 items and 3 volumes.

WILKINSON (MICAJAH) PAPERS, 1852-1935; family letters to Micajah Wilkinson and his wife, Mary Short Wilkinson, of Liberty, Mississippi; letters from Bossier Parish, La., telling of religious and climatic conditions there. Printed items include 32 volumes of Minutes of Proceedings of Mississippi Baptist Association. 116 items and 33 volumes.

COMMERCIAL BANK OF NATCHEZ COLLECTION, 1828-1876; papers and volumes giving a complete record of the business transacted by the bank, including its branches in other communities, during the period 1828-1876. Approximately 10,000 items and 200 volumes.

HERRIN (EDMUND) PAPERS, 1851-1891; letters and business papers of Edmund Herrin, a planter of St. Helena Parish, including three letters from E. P. Ellis [see Ellis Family Papers]. 83 items and 1 volume.

PATRICK (R. W. AND FAMILY) PAPERS 1800-1918; Clinton, La.; business papers of R. W. Patrick and his family, including correspondence, documents regarding land transactions, and tax receipts; also a few miscellaneous papers of J. E. Nash, of Nash Plantation, near Clinton, La. 123 items and 8 volumes.

KILBOURNE (J. G. AND FAMILY) PAPERS (B), 1850-1864; personal letters and papers of J. G. Kilbourne, a plantation owner at Clinton, Louisiana, supplementing the Kilbourne Papers (A) and including two Civil War letters and a sketch of the family history. 13 items.

CARRUTH (ELIZABETH) PAPERS, 1848-1871; St. Helena Parish; letters to Mrs. Carruth from

relatives or friends, giving personal news, condition of crops, etc. 15 items.

**KNOX (J. P. & FAMILY) PAPERS, 1851-1921;** personal and business papers of the family of J. P. Knox, merchant and businessman of Clinton, Louisiana, including letters of Granville Alspaugh, Knox's brother-in-law, while in Confederate Army; business papers of Knox; letters from his son in Cuba, serving in the Spanish American War; and personal letters to his granddaughter from soldiers in World War I. 928 items and 9 volumes.

**NEWSOM (SAMUEL M.) PAPERS, 1849-1917;** letters and papers of S. M. Newsom, of Tangipahoa, Louisiana, dealing with the business of the Newsom Brick and Lumber Company, of which Newsom was co-owner with his brother, Maston S. Newsom. 422 items and 14 volumes.

**ACY (WILLIAM, JR.) PAPERS (A), 1844-1908;** papers of William Acy, Jr., of Amite City, Louisiana, who was Justice of the Peace of Ascension Parish and who owned property in Louisiana and Mississippi, including letters from Francis T. Nicholls and T. C. W. Ellis [see Ellis Family Papers]. Printed items include original issue of New Orleans *Picayune*, Jan. 25, 1837, and *Code of Ordinances of the City of Natchez*, 1854. 398 items and 55 volumes.

**ACY (WILLIAM, JR.) PAPERS (B), 1882-1909;** papers of William Acy, Jr., supplementary to group (A), consisting of correspondence, accounts, receipts, and bills. 173 items and 7 volumes.

**MCKINNEY (JEPHTHA) PAPERS, 1841-1931;** family correspondence and business papers of Dr. Jeptha McKinney, who studied medicine at the University of Louisiana and practiced in St. Helena Parish, including letters from members of the family serving in the Confederate Army. 739 items and 17 volumes.

**HICKEY (DANIEL AND PHILLIP) PAPERS, 1667, 1762-1846;** papers of Daniel Hickey and Col. Phillip Hickey, Officer of the United States Army, including correspondence regarding Battle of New Orleans, with one lease to Daniel Hickey; commission to

Phillip Hickey; proclamation of Gov. de letter by participant; land grant and land Lemos; and miscellaneous items regarding Hickey family. 33 items.

**GURLEY (JOHN W.) PAPERS, 1858-1866;** letters from Earl G. Stewart, of Oak Lawn Plantation, to J. W. Gurley, an attorney in New Orleans, regarding plantation affairs; post-Civil War papers, including J. W. Gurley's Oaths of Allegiance to the United States. 81 items.

**FLUKER - BRADFORD COLLECTION, 1839 - 1867;** personal family letters of David J. Fluker, of New Orleans, Louisiana, including one letter giving interesting sidelights on the Louisiana political situation of 1860; letters and bills of Capt. J. L. Bradford, of the First Regiment of the Mississippi Light Artillery, Confederate Army, and miscellaneous records of this company. 73 items.

**DE LASSUS DIARY, 1836;** diary of trip from New Orleans to St. Louis on the steamboat *George Collier* by Carlos Dehault de Lassus, commandant of New Madrid and St. Louis under Spanish domination, giving a detailed account of his trip and mentioning many relatives and friends living in St. Louis and vicinity. 3 translated copies of diary in French.

**PUGH (RICHARD L.) PAPERS (B), 1850-1865;** letters relating to the sale and evaluation of slaves; letters written in 1862 and 1863 to R. L. Pugh from his wife, describing the transfer of the Pugh family, with their slaves and some plantation equipment, from Thibodaux, Louisiana, to a plantation in East Texas; and descriptive letters written by R. L. Pugh, while a soldier in the Confederate Army. 40 items.

**LANDRY FAMILY PAPERS, 1837-1900;** personal and business letters, receipts, and sugar sales of the Landry family, of Assumption Parish, Louisiana. 467 items and 12 volumes.

**BRADFORD FAMILY PAPERS, 1798-1882;** official land surveys, sales, and mortgages of the Bradford family heirs, of East Feliciana Parish, Louisiana. 50 items.

**NEW ORLEANS CITY RECORDS (A), 1770-1805;** miscellaneous records of the City of New

Orleans; accounts; orders of the Cabildo; receipts; petitions; repairs and renting of city property; expenses of city physicians and the Royal Hacienda. Documents in French or Spanish. 77 items.

**NEW ORLEANS CITY RECORDS (B)**

Group I. New Orleans City Records—American Regime, 1800-1857.

Letters and communications to the Mayor and City Council; reports and petitions to mayor and council; reports of and letters from the mayor; decrees, resolutions, and deliberations of the city council; contracts, leases, and agreements; report and summary of sessions of city council, Oct. 1819, 1822-23; ordinances of city council; levee reports to the mayor; sale of city lots; misc. city financial records; police records. 502 items.

Group II. Unidentified Civil War Diary. 2 volumes, 5 typescripts.

Group III. New Orleans City Records—Spanish Regime, 1770-1802.

Misc. financial records; collections and disbursements of city treasurer, 1787. 49 items.

Group IV. Miscellaneous Louisiana Records—Spanish Regime, 1792-1812. 5 items.

Group V. Miscellaneous Louisiana Records—Spanish Regime, 1770-1785. 5 items.

Group VI. Pensacola Records—Spanish Regime, 1796-1813. 4 items.

Group VII. Royal Spanish Decree (Copied May 19, 1801), 1797. Directed to civil and military governor of Louisiana; concerning general problems of New Orleans. 1 item.

Group VIII. West Florida Papers, 1810, 1816. Documents pertaining to West Florida Rebellion; communications written by Delassus, Philemon Thomas, John Mills, etc., and addressed to Delassus, the representative of "the free people of West Florida," etc. 13 items.

Group IX. Spanish Government Proceedings in Smuggling case, 1803.

*Expediente* [directions or proceedings] relative to collection of claim against subordinate official in New Orleans. 1 item.

Group X. Manuel Lopez Papers, 1802-1835.

Inventories of records in his possession, 1802; delivery of accounts; land sale records; personal correspondence; appointment as Justice of Peace, East Baton Rouge Parish, signed by W. C. C. Claiborne; personal records. 21 items.

**NEW ORLEANS CITY RECORDS (C), 1814-1829;** bills of the city of New Orleans for the purchase of paving stone (brought over as ship ballast). 149 items.

**NEW ORLEANS CITY RECORDS (D), 1770-1872;** communications and reports to the mayor; city ordinances and decrees; resolutions of the city council; correspondence of city officials; instructions for paving streets and sidewalks. 462 items.

**NEW ORLEANS CITY RECORDS (E), 1765-1857;** reports of Spanish officials; city ordinances; regulations of the city council; communications to the mayor; city contracts; Louisiana land records. 284 items.

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**GAUDET NORMAL AND INDUSTRIAL SCHOOL LIBRARY**

The organization of the Library is one of the projects of the Board of trustees of the Gaudet Normal and Industrial School, New Orleans. As a member of the Board, Mr. G. K. Logan visited the Library and conferred with Miss Ruth Lee, the librarian. It was suggested that an experienced librarian be asked to weed the collection of some three thousand volumes and to make recommendations for the development of the book collection. Miss Lee is a graduate of Southern University and has taken library science courses at Atlanta University.

Mrs. C. W. Cormier of the Behrman High School Library and Miss Evelyn Peters of the Professional Library volunteered to assist Miss Lee in establishing a standard library. After critical examination of the book collection, five hundred volumes were found to be suitable for high school use and about one thousand for teachers' reference. The remainder, consisting largely of old textbooks and old-fashioned juveniles, will be disposed of.

Student assistants under the direction of Miss Lee are processing the books. At a

recent meeting of the Board, the recommendations of the consultant librarians were accepted and are being put into effect as quickly as possible.

Within the next two years, a new school building will be constructed, and the Board has promised that an adequate library, which will meet all standards, will be incorporated.

#### TECH NEWS INDEXES

In July 1942 Louisiana Polytechnic Institute Library began indexing the local paper, the *Ruston Daily Leader*, and a year later, *Tech Talk*, the school paper. In general these indexes follow the principles of the *New York Times Index*, with the chief difference, that only local news of importance is indexed. Each index is kept on cards, arranged alphabetically by subject, with the entries under the subject in chronological order. Each entry gives the date, page and column, and also a brief summary of the article.

It is hoped, eventually, to have the index to the *Daily Leader* published in book form, and the *Leader* itself microfilmed, thus putting both in permanent form. The index to *Tech Talk* will probably be printed at the same time.

The index to the *Leader* at present occupies three catalog trays which contain approximately 3,000 cards, with at least 10,000 entries. Since *Tech Talk* comes out but once a week, and the indexing has been in progress only two years, that index is, of course, much smaller. It contains however close to 1,000 cards, with 4,000 entries. From these figures, it is easy to see that in time these indexes should be useful history reference tools.

With Miss Kathleen Graham's History of Lincoln Parish L. P. I. has a fairly complete local history, dating back to 1804.

#### School Libraries Section, L. T. A.

At a recent meeting of the School Libraries Section of Louisiana Teachers Association, Alexandria, Mildred Mobley, librarian Byrd High School, Shreveport, was re-elected chairman. A symposium "School

Libraries' Contribution to Community Education" was held. Participants were Mr. R. H. White, superintendent, Caddo Parish schools; Miss Mary Witt, classroom teacher, Ruston High School; Mrs. Eulava S. Dupree, formerly librarian, Central High School, East Baton Rouge Parish; Polly Adams, student, Bolton High School, Alexandria. Sue Hefley, supervisor of school libraries, talked on Louisiana school libraries to tomorrow. Miss Hefley based her prophesy of things to come on actualities of today.

#### Library Representative, Southern Association of Colleges and Secondary Schools

Nancy Hoyle, formerly assistant supervisor of school libraries, Virginia Department of Education, is now field representative for the library committee of the Southern Association of Colleges and Secondary Schools. According to present plans, Miss Hoyle will visit each of the states in the southern region during the current school year. Miss Hoyle asks that any communications for her be addressed to her in care of Sarah Jones, Library and Textbook Division, Georgia Department of Education, Atlanta, Georgia.

#### Undergraduate Training for School Librarianship

On October 13 a group representing all agencies interested in a training program for school librarianship met at the State Capitol to examine the present program and to make recommendations for future development. The group authorized the chairman to appoint a committee to continue the study and to recommend a program of training on the undergraduate level, which would integrate with graduate training, and which would fit for librarianship in the schools. Olive Gehring, instructor in library science, Southwestern Louisiana Institute; Mrs. Lucille Carnahan, instructor in library science, Northwestern State College; and Mrs. Will Daniels, librarian, Laboratory School, Louisiana State University were named as members of the committee, with Olive Gehring as Chairman.

## L. S. U. LIBRARY SCHOOL

Mrs. Morton, Director of the Library School reports that registration for the Fall term 1945-46 shows an appreciable increase over that for the war years. Twenty-three students are enrolled as compared to eighteen for the Fall term of 1944-45, and several more have expressed their intention of entering at the opening of the Second Semester.

The present class includes students from Texas, North Carolina, Mississippi, Colorado, and Tennessee in addition to Louisiana.

Louisiana colleges and universities represented in the enrollment are Centenary College, Louisiana State University, Louisiana Polytechnic Institute, Northwestern State College, Newcomb College, and Southwestern Louisiana Institute. Out-of-state institutions contributing to the 1945-46 class are Rice University, University of Texas, Baylor University, Colorado College, University of Missouri, and Woman's College, North Carolina.

The return to the nine-weeks Summer term met with the approval of both the Faculty and the 41 summer school students who were enrolled last summer.

In connection with the East Baton Rouge Parish Work Shop, a three weeks short-course for school librarians ran concurrently with the opening weeks of the term. Mrs. Shirley K. Stephenson was in charge.

Twenty-two students received their B. S. in L.S. degrees at the 1945 commencements. Placement information is given below for the eighteen who are employed.

Dorothy Jane Bozworth, Kansas City (Mo.) Public Library.

Jane Ellen Carstens, Southwestern Louisiana Institute Training School.

Daphne Dougherty, Louisiana Library Commission.

Mrs. Eulava Sledge Dupree, Teacher, Bogalusa (La.) High School.

Beulah Goody, District of Columbia Library.

Virginia Harris, McPherson College, McPherson, Kansas.

Thomas J. Hewitt, Northwestern State College.

Sister Magdalen Laine, St. Mathew's School, Monroe.

Angelina Martinez, Polytechnic Institute of Puerto Rico, Ponce.

Annie Ruth Millican, Pride (La.) High School.

Lulu E. Murphy, Naval Air Station, New Port, Rhode Island.

Jacqueline Rainwater, Arkansas Library Commission.

Dorothy S. Robinson, Southeastern Louisiana College Training School.

Onita Cartlidge Treadwell, Lovenberg Junior High School, Galveston, Texas.

Rafael Velez Mediz Bolio, Museum of Anthropology, Mexico City.

Helen E. Warren, LaGarde Hospital Library, New Orleans.

Mary Elizabeth Welch, Kansas City (Mo.) Public Library.

Lillie Wise, Standard Oil Company, Personnel Office, Baton Rouge.

Three other students received degrees at 1945 Commencements: Mrs. Maude W. Catha and Mrs. Mary Lynn Middleton, who are devoting full time to their families, and Miss Helen Pressly, of whom no word has been received.

## INTER-LIBRARY SERVICE

Dorothy Steidtmann reports that Inter-library service among the libraries in Lake Charles is well planned cooperation. Libraries of different types are represented, and patrons gain in the quality of service. The libraries involved are John McNeese Junior College, Calcasieu Parish Library, Carnegie Public Library, LaGrande High School, Lake Charles High School, the Lake Charles Air Base Library. Reference problems not answered by one of these libraries can be taken or phoned to one of the other libraries. McNeese, Carnegie Public, and Calcasieu Parish libraries enjoy a close interchange of reference service since two students who are assistants at McNeese also work at the Calcasieu Parish, and Carnegie Libraries respectively two afternoons a week. They take back and forth books borrowed by either library.

## HAVE YOU SEEN?

**THE BURNING OF BOOKS**, by Frances E. Hammitt; in *The Library Quarterly*, XV: 300-12 (October 1945). A brief and interesting history of book burning as one aspect of censorship.

**WHAT THE NEGRO WANTS**; edited by Rayford W. Logan. University of North Carolina Press, 1944. Prominent Negro leaders have set forth the Negro side of the race question, expressing all phases of political and philosophical opinion.

**STATISTICS OF PUBLIC SCHOOL LIBRARIES, 1941-42**; edited by Nora E. Beust and Emery M. Foster. Wash. Gov't. print. office, 1945. (*Biennial Surveys of Education in the United States, 1938-40 and 1940-42*, v.2, chapter 8). Approximately three-fourths of the superintendents of city and rural school systems replied to the questionnaires answering such questions as the type of library service given, the number and per cent of pupils served, the number of volumes, average number of volumes per pupil enrolled, and number and training of librarians by type of library, type of reference and reading service, administrative control of centralized libraries, income and expenditures, and the inter-relations of these various factors.

**A STUDY OF THE ADMINISTRATION OF PUBLIC LIBRARY-PUBLIC SCHOOL RELATIONSHIPS, WITH SPECIAL REFERENCE TO OAKLAND, CALIFORNIA**; by Peter T. Conmy, the Librarian. Oakland, The Free Library, April 1945. The general principles of educational and administrative cooperation in such a relationship are first summarized, followed by a description of the situation in Oakland.

**SELECTED LIST OF BOOKS FOR YOUNG PEOPLE** by the Committee on Young People's Reading of the Cincinnati Public Library; in *The Guide Post*, November 1945, pp.2-20. This list has been prepared for boys and girls between the ages of fourteen to eighteen. Publishers and prices have been included. The titles are grouped under headings as Fiction, America's Growing Pains; Other Lands Today; Poetry; Foot Loose; World War II, etc.

**VETERANS' ISSUE OF THE BROOKLYN PUBLIC LIBRARY BULLETIN**, October 1945. This is a list of "Some new books for veterans and others." Some of the different headings under which the books are listed are: Here Are Careers, Building A House, Body and Mind, The Latest in Science, Diverting Tales, Places and Peoples, Now It Can Be Told, Fascinating Personalities, etc.

**INTERNATIONAL EDUCATION THROUGH CULTURAL EXCHANGE**; proceedings of the International Education Assembly. Published by the School Executive, New York City, April 1945. The report is summarized under five headings: I, International exchange by radio; II, International exchange of students and teachers; III, International exchange of books and other materials; IV, Educational developments in liberated countries; and V, An international office of education.

**MODERN MAN IS OBSOLETE** by Norman Cousins; an abridged reprint from *The Saturday Review of Literature*, August 18, 1945; published by the New York Herald Tribune, Thursday, August 23, 1945. "There is elation in the world today because of victory, but there is also fear . . ." This fear is because of the changes which may be brought in to every day life, in culture, education, philosophy, religion, and human relationships.

**MUSIC IN AMERICA** by Hugo Leichtentritt; in *More Books*, the Bulletin of the Boston Public Library, November 1945, pp. 379-93. A brief history of the development of American music, including the influences from abroad, the development of Americanism, American folk music, and the music of the Indians.

**THE KING IS DEAD ON QUEEN STREET**, a mystery story recently published by Duell, Sloan & Pearce. In it the public library in a Virginia town shares the book truck with the dog-catcher when the book truck is not on its scheduled rounds. That it houses stray dogs instead of books at any given moment is indicated by a large dog-catcher's net floating from the roof. This is cited in the A. L. A. Bulletin, November 1945, as a "Hint for Penny-Wise Librarians."

## NORA E. BEUST VISITS LOUISIANA

Miss Nora E. Beust, Specialist in Libraries, U. S. Office of Education, was in Louisiana in person at just the time that her *Statistics of Public School Libraries, 1941-42\** and her *Supplement to "500 Books for Children"\*\** appeared in print. Miss Beust met with groups of school and public librarians and others interested in library service. She was a guest on the campus of Northwestern State College and there worked with groups interested in the program of training for school library service. She was guest speaker at a dinner for prospective librarians of whom 23 were present. Miss Beust was also a guest

on the campus of Louisiana Negro Normal at Grambling, where she spoke at an assembly of all students.

A forum on books in which junior high school students participated was the feature of a meeting arranged during Miss Beust's visit to Baton Rouge. The suggestion that students be invited to participate was Miss Beust's. The plan worked so well and so obviously represents the kind of cooperation that should frequently take place that the general query at the close of the meeting was, "Why in the world did we never think of that?"

\* For sale by Superintendent of Documents, U. S. Gov't. Printing Office, 15c.

\*\* *School Life*, October, 1945.



Four Baton Rouge Junior High School students tell a famous specialist in youth books what kinds of books they like and why. The stimulating give-and-take of ideas between groups of school children and Miss Norah E. Beust, U. S. Office of Education specialist in libraries, highlighted the series of group meetings held throughout the state for school librarians during Miss Beust's recent visit to the state.

### School Libraries Section, Louisiana Colored Teachers Association

At a meeting of the School Libraries Section of the Louisiana Colored Teachers Association in Shreveport, November 20, Con-

suelia B. Patty was named as chairman of the group for the coming year. Miss Patty is in charge of the services of the Louisiana Library Commission to colored people, with headquarters at Southern University, Southern Branch Post Office, Baton Rouge.

## PEOPLE AND PLACES

Edited by ELIZABETH JOHNSON  
Reference Librarian, Louisiana Library Commission

*Jewell Moore*, librarian of the *Natchitoches Parish Library*, announces that the voters of Natchitoches Parish gave overwhelming endorsement to the Parish Library in the election on November 20, 1945, casting 333 votes representing \$1,026,378 in property assessments in favor of the tax levy of one and one half mills. Only 65 votes, representing \$101,450 in assessments, were cast against the tax.

Congratulations are in order for *Mrs. Rubie M. Hanks*, librarian of the Winn Parish Library, who has just issued the first printed library bulletin to be published by any parish library in the state. Entitled the *Winn Parish Library Courier*, the first issue is dated November, 1945, and is dedicated to the State Officials, the Louisiana Library Commission, Parish Officials, Civic Groups, Citizens' Library Groups, Library Boards, the Press, Librarians, and interested individuals who made the library a reality. The purpose of the bulletin, which is to be a monthly, is to serve as a printed record of the plans and activities of the parish-wide library system and to bring the branch libraries into closer contact with each other and with headquarters.

The *New Orleans Public Library* was requested by the local War Recreation Committee to submit a sketch of library activities interesting to service men and women, to be included as a special feature of the weekly calendar, "What's Doing in New Orleans."

An autumn exhibit of the Vermilion Arts and Crafts Club was held in the *Vermilion Parish Library* on October 2, 1945, sponsored by the Library. A number of paintings were exhibited on loan from the Louisiana Art Commission, as well as student work of the club members. Winter and spring exhibits are also planned.

*Sue Hefley*, Supervisor of School Libraries, Department of Education, has been appointed a member of the Board of Directors of the Division of Libraries for Children and Young People, A. L. A.

*Margaret Reed*, librarian of the East Baton Rouge Parish Library, was guest speaker on a radio broadcast over WJBO, Baton Rouge, sponsored by the Social Welfare Council of the Parent Teacher Association, on November 22nd. She spoke on the use of the public library by children.

The *Richland Parish Library*, under the leadership of *Mrs. Lella Lyle*, librarian, has put into operation seven branch libraries since January, 1945, and hopes to open two more by January, 1946. The library now has seventeen branches and two book shops.

*Alice Songe*, librarian of the Vermilion Parish Library, is assisting the schools of the parish in their work in vocational guidance by preparing for distribution to all high school senior classes a book list on vocations. The library also obtains for prospective college students catalogs and other information on the state colleges and universities.

The *Winn Parish Library* held a Custodians' Visitation Day on October 19th, when *Sarah I. Jones*, Field Worker with the Louisiana Library Commission, accompanied the library staff on a visit to six of the branches. In the Sikes branch a program was given in the school auditorium for the general public, at which the Juvenile Reading Certificates were awarded. The public meeting was followed by a library staff meeting, and Miss Jones spoke on "Library Service to Adults in the Community" and the assistant parish librarian, *Mrs. John D. Hammons*, reviewed "Patrons are People."

*Sabine Parish Library* reports the organization of a pre-teen age book club in Many,

whose members are all library borrowers ranging in age from seven to ten years. The president of the club has been reading since the age of three, and now at seven can read any book in which she is interested. The club programs consist of story telling and reading, recitations and singing.

*Mrs. Ella Lee Faulk*, Librarian, Jennings Public Library reports that Children's Book-Week and the Home Demonstration Council Achievement Day were featured during the same week with posters and book displays in the Library.

*Mrs. Gretchen Kneif Schenk*, former State Librarian of Washington and presently engaged in writing a county library manual for the American Library Association, was a guest of the Louisiana Library Commission during December. Mrs. Schenk visited the headquarters in Baton Rouge, and toured the state with *Miss Mary Walton Harris*, head of the extension department of the Commission.

*Mr. Bob Farris*, member of the *Tangipahoa Parish Library Board*, entertained the library staff, the library board, and the president of the Police Jury at a barbecue at his home on October 25th. This occasion gave the board and the staff an excellent opportunity to become better acquainted with each other.

The *Vermilion Parish Library* bookmobile service now includes current periodicals as well as books, with the following titles available to its patrons: Time, Life, Better Homes and Gardens, Boys' Life, Field and Stream, Good Housekeeping, Ladies' Home Journal, National Geographic, and Popular Mechanics. Other periodicals are obtained for the borrowers on special request.

The *Winfield Library* observed Navy Day by placing on display photographs of local people serving in the Navy, along with books about the U. S. Navy.

Louisiana authors and librarians were well represented at the Dallas Book Fair in November. Lyle Saxon and Harnett Kane were on the program, and among those in attendance were *Debora Abramson*, *Shirley Taylor*, *Sarah Jones*, *Margaret Reed*, *Bess*

*Vaughan*, *Sallie Farrell*, *Loma Knighton*, *George King Logan*, *Emily Spencer*, *Olive Gehring*, and *Harry Jenkins*. Several former Louisiana librarians now living in Texas were also there, among them *Mary Rice*, *Gilberta Zingler*, and *Siddie Joe Johnson*.

*Mary Morgan* of Shreveport, former librarian of Port Bliss, Texas, is serving temporarily, until April, as an assistant in the Children's Room of the Shreve Memorial Library.

*Helen Dykes* is librarian of the Madison Parish Library, Tallulah, Louisiana.

*Lena Dalton Mixon* is now on the staff of the Tangipahoa Parish Library Demonstration.

*Etta Brignac* when last heard from, was librarian of the Dutchtown High School, Ascension Parish, and *Odette Delhonc* was librarian of the New Iberia (La.) High School.

The *Webster Parish Library* has an enviable circulation record. Recently compiled statistics for the 1944-45 fiscal year show a total of 339,531, an increase of 13,334 over the previous year, with a continued monthly average increase of 2,372 since July, 1945.

The annual Library Staff Institute of the *Webster Parish Library* was held in the Minden headquarters in September, and the following officers elected for the year: President, *Marion Taylor*, Minden Branch; Vice-president, *Mrs. Doris Hearn*, Shongaloo Branch; Secretary, *Alvina Good Hood*, Minden Branch.

*Florien McKnight* has resigned from the staff of the Louisiana State University to accept the position of Librarian of the Standard Oil Company Refinery, Baton Rouge.

*Mrs. Velma Clarke*, formerly of the L. S. U. Library staff, became assistant librarian of the Calcasieu Parish Library on October 1st. Mrs. Clarke replaced *Ruby Tanner*, who resigned to become assistant librarian of the Acadia Parish Library Demonstration.

*Mrs. Sam Bailey* of Sulphur has replaced *Esther Reese*, resigned, as librarian of the Sulphur Branch of the Calcasieu Parish Library.

*Kathryn Adams*, librarian of the Rapides Parish Library, reports 5,236 books circulated

by bookmobile during the month of October, the record to date since the establishment of the library as a Louisiana Library Commission demonstration in January, 1942.

Friends of *Ruth Reagan Baird*, librarian of the Webster Parish Library, will be glad to know that her husband has returned from the Pacific. Jimmy was a member of the crew of the historic S. S. Missouri, which took part in the surrender.

Of immediate interest at the *Shreve Memorial Library* in the Boys and Girls' Room is the second series of the "Books Bring Adventure" radio program sponsored by the local Junior League. The library is distributing bookmarks provided by the League, which list the stories to be told. The League has asked that the children read ten of the books from which excerpts are to be broadcast, or titles listed as supplementary reading, and write letters or draw sketches illustrating scenes after each broadcast. At the end of the series there will be an exhibit of the results at the library.

New Orleans librarians serving as advisors for the new *International House Library* on foreign trade and travel include *Lena Marcy* of Loyola, *Dorothy Beckemeyer Skau* of Southern Agricultural Laboratory, *Garland Taylor* of Tulane, and *George King Logan*, chairman, New Orleans Public Library. The library is now under construction and will probably be opened early in 1946.

The first meeting of the *New Orleans Library Club* was held at the *St. Mary's Dominican College Library*. A large gathering of Club members and their friends heard Harnett Kane discuss Plantation Parade, and some had their copies of the book autographed.

*Grace R. Cameron*, librarian of the Chemistry Library, L. S. U. is at present Chairman of the Committee on Science and Technology of the Special Libraries Association. This committee compiled a "List of Subject Headings for Chemistry Libraries."

*George King Logan*, acting librarian, *New Orleans Public Library*, announces that the library budget for 1946 as adopted in November indicates an increase of approximately

\$10,000, making a total city appropriation of \$120,999.

*Reneé Miester* has resigned as librarian of Oschner Clinic to become librarian of the newly established Patients' Library at Charity Hospital in New Orleans.

*Laura Leche* served as Acting Librarian of the Tulane University College of Commerce and Business Administration, for the summer.

*Mrs. Eugenia Schumaker Landry* is now Reference Librarian, Loyola University Library, New Orleans, *Ruth Steidman*, assistant Cataloger, and *Frances L. Moak*, government documents and periodicals librarian. During the summer Frances Moak was on the Staff of the New Orleans Public Library.

*Lucile Young*, who succeeded *Mary McFarland Sies* as librarian of the DeSoto Parish Library when Mary's husband returned from Europe, announces that she has secured as an assistant *Frances Sharp* of Mooringsport, a Library Science graduate of Northwestern State College, Natchitoches.

The *New Orleans Public Library* announces several new additions to its staff. *Duverne Konrick*, Dominican College, 1945, has been added to the Bookmobile staff; *Bernice Goodman*, graduate of Our Lady of the Lake College, San Antonio, has been appointed library assistant at Nix Branch, and *Mrs. Mary Lou Swart Woodside*, formerly with the E. B. R. Parish Library, has joined the staff of the Adult Department, Main Library.

*John Dawson* has been released from the Army in which he served as a First Lieut. in the Aleutians, and is now acting Assistant Librarian of Tulane.

*Mrs. Margaret Hughes* has joined the staff of the Reference Department of the Howard-Tilton Library. She is a graduate of Carnegie Library School in Pittsburgh, and is working on her Master's degree in Library Science at Columbia. She has had experience in Albany, N. Y., and Pittsburgh, as well as at Birmingham Southern Library.

*Kathryn Hanley*, on leave from the Tulane Circulation Department, is serving at an overseas post in military library service.

When *Inez Boone*, cataloger at the Shreve Memorial Library, returned from duty as a WAC in England, she brought with her an intriguing chart of Fairyland, as a gift to a young friend in Winnfield. This has been loaned to the *Shreve Memorial Library* for exhibit in the Boys and Girls' Room, where it is attracting much attention.

*Norris McClellan*, American Red Cross, APO 465, New York, is a regional director of recreational clubs, with headquarters in Calcutta, India. She has recently visited West China, and North India, where she spent some time in Benares, Lucknow, Delhi, and Agra. The Taj Mahal, she writes, surpassed anything she had expected or had ever seen. Earlier she had had two weeks leave in Kashmir, India. Miss McClellan is on leave from the faculty of the L. S. U. Library School.

*Mr. and Mrs. John Holwill* of Shreveport announce the arrival of a son, Richard Newton, born on October 9th. Mrs. Holwill was the former Sydney Simmons, at one time a member of the Louisiana Library Commission staff and more recently Caddo Parish Librarian. The Holwills' plan to make their home in New York where Mr. Holwill has a position with the Central Hanover Bank and Trust Company.

*Jessica Boatner* is back in the states after several years' service in the WACs. She spent some time overseas, being stationed in New Guinea and later in Manila. Since her release in November she has been visiting her family in Louisiana.

*Elvira Beltramo*, former staff member of the Louisiana Library Commission presently serving in Germany as an army librarian, can be reached at the following address: Army Librarian, Special Services Office, Hq. U. S. Forces Austria, APO 777, c/o Postmaster, New York, N. Y.

*Eugenia Brown Morelock* was discharged from the Service in July, and is now on the staff of the Shreve Memorial Library as assistant librarian of Caddo Parish Library.

*Helen Adams* flew to the European Theatre in August, was trained at Oberammergau, and for a month was stationed at TSFET

(Rear) Headquarters library in Paris. She is now in the Berlin area in charge of a bookmobile, which is a converted 2 1/2 ton truck with 1500 volume capacity. The bookmobile makes ten different runs going out five times a week. Although Helen has two G. I. drivers she must also be able to handle the truck herself in an emergency.

*Margarite Boswell Sprague* has resigned as librarian of the Madison Parish Library to join her husband who has returned from overseas.

*Lt. Marvin Tanner* writes that he has been aboard the same destroyer since December, 1942, and that he participated in all invasions in the Mediterranean. He now has a San Francisco APO.

*Dora Leonie (Dodie) Beridon* was a Sp. (Q) 2C, which she explains, means a specialist in naval communications. She was stationed in Washington, D. C. at the largest WAVE station in the world, and has just received her discharge.

*Mrs. Cora Ann Foote Brandenburg* has resigned from her position as librarian of the AAF Regional and Convalescent Hospital, Fort George Wright, Washington, and is at present at home with her parents in Baton Rouge.

*Cidellia Reulet Ford* was on the staff of the Orange County Library, San Diego, until recently when her husband was released from Service. They are presently in Louisiana and Cidellia is again on the staff of the L. S. U. Library.

*Margaret Cudd Feilbach* is on leave of absence from Selman Field, Monroe to be with her husband who has recently returned from overseas. He was a German war prisoner for quite a long while.

*Solange Mille*, formerly Law Librarian, Loyola University, was married to Mr. Charles E. Lucas, and is living in Bloomington, Illinois. Her successor will be *Janet Riley*, who was Post Librarian at LaGarde General Hospital in New Orleans. The Hospital was closed in December.

*Miss S. M. Villarrubia* is the new Librarian of the Louisiana State Library in the new Courthouse Building in New Orleans.

# SUGGESTED REFERENCE WORKS FOR A SMALL LIBRARY

S. METELLA WILLIAMS

L. S. U. Library School

In the following list the compiler has suggested titles in the various groups of reference works such as dictionaries, encyclopedias, indexes, etc. that have been found useful in answering fact and material finding questions. The reference works are grouped by type rather than by subject because most reference questions lead directly to the use of indexes, yearbooks, hand books, etc. as the first approach.

The selection was made with the small library in mind. The titles listed are representative of those available in the various fields. With the exception of general encyclopedias and unabridged dictionaries, the price range for the works listed is from one dollar to twenty dollars. Many of the titles cost less than five dollars each; and over half, cost under ten dollars each.

The total cost of the titles in the list is approximately three hundred dollars, excluding the *Pageant of America*, and the general encyclopedias.

Representative titles useful in very small, or branch libraries, have been starred\*, with the exception of large encyclopedia sets. None of these was starred because the Columbia one volume encyclopedia with the handbooks and other titles starred will answer a large portion of reference questions answered by the encyclopedias.

## Groups of Reference Books

### Dictionaries—General

Standard dictionary. Funk and Wagnall's standard dictionary of the English language. Funk & Wagnall. (latest issue)

\*Webster, Noah. Webster's new international dictionary of the English language. Merriam. (latest issue)

(If the library can afford only one unabridged dictionary either the Webster's

collegiate or Standard practical dictionary will be useful.)

### Dictionaries—Special

\*Beadnell, C. M. Dictionary of scientific terms as used in the various sciences. Chemical pub. co. 1939.

Edwards, Marian. Dictionary of non-classical mythology. Dutton. 1912. (Everyman's library)

Holt, A. H. American place names. 1938.

\*Jordanoff, Assen. Jordanoff's illustrated aviation dictionary. Harper, 1942.

Smith, William. A dictionary of the Bible, comprising its antiquities, biography, geography and natural history. Macmillan, 1941.

\*Taylor, Norman. Garden dictionary . . . Garden City pub. co., 1941.

\*Webster's biographical dictionary. A dictionary of noteworthy persons, with pronunciations and concise biographies. Merriam, 1943.

Weseen, M. H. Dictionary of American slang. Crowell, 1942.

Wood, Clement. Wood's unabridged rhyming dictionary. World pub. co., 1943.

### Encyclopedias—General

Encyclopedia Americana, a library of universal knowledge. Rev. ed. Americana corporation, 1943.

Encyclopedia Britannica; a new survey of universal knowledge . . . Encyclopedia Britannica, inc., 1943.

Compton's pictorial encyclopedia and fact index . . . Compton, 1945. (latest issue)

World book encyclopedia; modern, pictorial, comprehensive. Quarrie, 1945. (latest issue)

\*Columbia encyclopedia in one volume; with 1942 supplement. Columbia university. (Supplement sold separately, \$2)

**Encyclopedias—Special**

Harper's encyclopedia of art; architecture, sculpture, painting, decorative arts . . . 2 vols. Harper, 1937.

\*Thompson, Oscar. International encyclopedia of music and musicians. Dodd, 1939. (Plots of 200 operas. Long bibliography)

Van Nostrand's scientific encyclopedia; aeronautics, astronomy, botany, chemistry . . . Van Nostrand, 1939.

**Indexes, Catalogs, Directories and Bibliographies**

Agricultural index. Wilson.

Ayer firm Philadelphia. N. W. Ayer and son's directory of newspapers and periodicals . . . Ayer. (much gazetteer material)

Book review digest. Wilson.

Education index. Wilson.

Granger, Edith. Granger's index to poetry and recitations . . . McClurg. 1940.

Industrial arts index. Wilson.

Reader's guide to periodical literature. Wilson.

\*Abridged reader's guide to periodical literature. Wilson. (indexes 15 periodicals) Reference shelf; reprints of selected articles, briefs, bibliographies, debates, study outlines of timely topics. Wilson.

\*U. S. Superintendent of documents. Congressional directory. Gov't pr. off.

U. S. Superintendent of documents. Monthly catalogue of United States public documents. Gov't pr. off.

\*U. S. Superintendent of documents. Price lists. Gov't pr. off. (gratis)

Commercial Seed and Nursery catalogues. Telephone and City directories.

**Annuals, Yearbooks**

American yearbook; a record of progress and events. Macmillan.

Americana annual. Encyclopedia Americana cor.

\*Britannica book of the year. Encyclopedia Britannica, Inc.

\*Current biography; who's news and why. Wilson. (monthly, annual vol.)

Patterson's American educational directory. American education co.

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The  
**Macmillan Company**  
Ross Avenue and Akard St.  
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- Statesman's yearbook. Macmillan.
- \*U. S. Agriculture Department. Yearbook of the Department of Agriculture. Gov't. pr. off. (sub-title varies)
- U. S. Census bureau. Statistical abstract of the United States. Gov't pr. off.
- Who's who . . . Macmillan.
- Who's who in aviation, 1942-1943. Ziff-Davis pub. co.
- Who's who in Latin America. 2d ed. Stanford University press. 1941.
- \*World almanac and book of facts. World Telegram.

#### **Handbooks**

- Brendon, J. A. A dictionary of English history. Longman's, 1939.
- \*Brewer, E. C. Historic notebook. Lippincott, 1935. (Reader's reference library).
- \*A conspectus of American biography. White, 1937.
- \*Douglas, G. W. American book of days. Wilson, 1937.
- Gayley, C. M. Classical mythology in English literature and art. Ginn, 1911.
- \*Gerwig, Henrietta. Crowell's handbook for readers and writers. Crowell, 1934.
- Hiscox, G. D. Henley's twentieth century formulas, processes and trade secrets. Rev. & enl. Henley, 1942.
- Kuntz, S. J. American authors, 1600-1900. Wilson, 1938. (portraits)
- Kuntz, S. J. British authors of the 19th century. Wilson, 1936. (portraits)
- \*Kuntz, S. J. Twentieth century authors. Wilson, 1942. (portraits).
- Latin American handbook. Macmillan, 1944.
- Pacific islands handbook. Am. ed. Macmillan, 1944. (illustrated).
- Reinach, Salmon. Appollo; an illustrated manual of the history of art throughout the ages. Scribner, 1924.
- \*Shankle, G. E. State names, flags, seals, birds, flowers and other symbols. Rev. ed. Wilson, 1941.
- Who's who among North American authors. Golden Syndicate. (journalists and lesser known authors).
- Federal writer's Project. State guide books.
- \*For own state.

## **PAMPHLET BINDERS**

You will be glad to know that more stock is now available for Pamphlet Binders and Multibinders.

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